


GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Chapter 16	Allocation and Distribution of Personnel And Personnel Alternatives	
Date Initially Effective 11/23/94	By The Order Of:  Hassan Aden, Chief of Police	
Date Revised 01/14/13	Date Reissued 01/14/13	Page 1 of 6

The Greenville Police Department shall deploy personnel in a manner that aids in the provision of efficient and effective services. The deployment of Greenville Police Department personnel shall be consistent with service demands as determined by the workload assessments and other methods of determining personnel allocation and distribution.

16.1.1 POSITION MANAGEMENT SYSTEM

CALEA Standard 16.1.1

The Greenville Police Department's position management system shall be maintained as authorized by City Council through the Office of the Chief of Police. The position management system shall be utilized to insure that positions are filled in accordance with the Department's budget authorizations.

The position management system shall provide information for the following:

- The number and type of each position authorized in the Greenville Police Department budget
- The location of each authorized position within the Greenville Police Department's organizational structure
- Position status information, whether filled or vacant, for each authorized position

The Personnel/Recruiting Officer shall maintain updated data relative to the information contained in the position management system and shall advise the Chief of Police as to the accounting and status of authorized positions within the Department. Accurate data relative to the status of authorized positions within the Department shall facilitate recruitment and selection, allow for accurate decisions in filling vacant positions through transfers and promotions, and enhance career development activities.

16.1.2 PERSONNEL ALLOCATIONS TO ORGANIZATIONAL COMPONENTS

CALEA Standard 16.1.2

To provide for the most efficient and effective use of personnel resources, the Greenville Police Department shall strive to staff each organizational component consistent with the component's workload.

The Greenville Police Department shall attempt to prevent over or under staffing by ensuring that the personnel strength of an organizational component is consistent with workload demands.

Factors influencing workload demands include:

- Number of tasks and their complexity

- Location
- Time required for completion

Through the Office of the Deputy Chief a documented workload assessment shall be completed at least every three years. Each Bureau Commander shall be responsible for submission of a workload assessment for their respective Bureau to the Office of the Deputy Chief. The workload assessment shall specify incidents and factors used in making each workload assessment including any time and location factors necessary to complete a task. The workload assessment shall include an outline of any calculations required and source documents, personnel, and/or equipment necessary to accomplish the task.

Procedures used for Allocating and Distributing Patrol Division Personnel

The Greenville Police Department's service area is divided into districts, which are monitored for volume of calls for service. Each district represents a percentage of the total calls for service received by the Greenville Police Department. The number of districts is increased as necessary to level the calls for service. As much as possible, districts follow natural boundaries such as arterial streets, railroad tracks, rivers, etc.

For reporting purposes, each district is subdivided into map reference areas (reporting areas). A map reference area number is recorded in connection with every call for service attended to by Greenville Police Department personnel.

The allocation process aids the agency in determining the overall number of personnel required to meet the Department's needs and objectives. Personnel allocated to each organizational component shall be distributed and deployed in a manner consistent with workload demands and/or assessments.

16.2.1 SPECIALIZED ASSIGNMENTS

CALEA Standard 16.2.1

Assignments within the Police Department in which the responsibilities entailed vary from the scope of basic police duties normally assigned to a given rank shall be considered as specialized assignments. Such assignments are often characteristics by increased levels of responsibility and specialized training. Such assignments shall be within a given pay/position classification and are not identified as positions requiring increased monetary compensation. Such assignments include but are not limited to:

- Traffic Safety Unit
- IMPACT
- Housing Authority
- School Resource Officers
- Gang Unit
- Drug Task Force
- Canine Officer
- Accreditation Manager

To avoid overspecialization and ensure the continued effective operation of agency specialization, the Deputy Chief and the appropriate Bureau Commander shall review each specialized assignment at least annually to determine whether the assignment should be continued.

The review shall include at a minimum:

- Identification of the specialized assignment and its purpose
- The evaluation of the initial problem or condition that required the implementation of the specialized assignment

- A cost-benefit analysis of continuing the specialized assignment completed prior to or during the annual budget preparation process.

16.2.2 CRITERIA FOR SPECIALIZED ASSIGNMENTS

CALEA Standard 16.2.2

Unless operational security requires otherwise, openings for positions in special assignments shall be advertised within the Greenville Police Department by written announcement and the vacancies for specialized assignments shall be filled through a selection process.

Criteria for selection to specialized assignments within a given position classification shall be noted in the written announcement, and shall include at a minimum:

- Special skills, knowledge, or abilities required for the assignment
- Formal education requirements, if any
- Length of experience or service, if any

Additional requirements for selection to an assignment as a Canine Handler are identified in Greenville Police Department's Policy and Procedures Manual, Chapter 41, Section 41.4.2.

All responses to an announcement for an opening in a specialized assignment that meet the minimum requirements listed shall be considered. A review process, approved by the Chief of Police, shall evaluate the qualifying candidates through personal interviews. Those assigned to conduct the review process shall make recommendations through the chain of command to the Chief of Police. The Chief of Police shall make the final selection.

Training required to enhancement of skills, knowledge, and abilities required by individuals deployed in specialized positions shall be provided in accordance with necessity and availability as detailed in Greenville Police Department's Policy and Procedures Manual Chapter 33, Section 33.6.1. Such training may address supervisory, management, and executive development, or it may include technical or job-specific training.

Selection, redeployment or reassignment of personnel may be done at any time under the authority of the Chief of Police as necessary to maintain operational effectiveness. Unless otherwise determined by the Chief of Police, selection and redeployment of individuals will normally be made in accordance with the same criteria and selection procedures outlined in Greenville Police Department's Policy and Procedures Manual Chapter 16, Section 16.2.2, Criteria for Specialized Assignments.

16.2.3 TEMPORARY ASSIGNMENTS

CALEA Standard 16.2.3

Temporary assignments within the Department are not routinely available. However, if a specific need is identified or a temporary position becomes available then personnel selected shall be at the direction of the Chief of Police. Personnel shall be selected based on specific skills, knowledge, and abilities that are pertinent to the position. The duration of a temporary assignment may vary and is subject to modification.

16.3.1 RESERVE OFFICER PROGRAM (SOP 16-3-1,)

CALEA Standard 16.3.1 – 16.3.9

The Greenville Police Department has guidelines (Attachment A) established in order to maintain a reserve force of officers to assist the Department in the completion of its mission under normal and emergency situations. The Greenville Police Department Reserve Officer Program has been established pursuant to North Carolina General Statute 160A, Section 282 and the Greenville City Code, Police Reserve Officers. Police Reserve Officers shall have the same power and authority as full-time Greenville Police Officers.

The Reserve Officer Program is organized under the Office of the Deputy Chief. The Deputy Chief of Police will designate a Commander of the Police Reserve Unit and all other Reserve Officers will hold the rank of Officers. The Commander will provide general supervision of the Reserve Officers, review and maintain all related documents, and ensure that proper lines of communication are used in the performance of their duties. The Commander shall also be responsible for completing Reserve Officer's performance evaluations.

Assigning Reserve Personnel, conducting quarterly meetings, establishing and maintaining a Reserve Call-Out Roster, ensuring performance evaluations are completed and monitoring the overall Reserve Officer Program shall be handled by the Deputy Chief.

Recruitment and Selection

Recruitment and selection of Reserve Officers will be done on an "as needed" and "as available" basis. Each person considered for reserve status must possess a high school equivalency diploma and must have completed the North Carolina Basic Law Enforcement Training (B. L. E. T.). The selection process for Reserve Police Officer with respect to age, medical examinations, psychological examinations, polygraph examinations, experience, physical condition, and background investigations will be the same as for full-time police officers.

Authority

NCGS 160A-282 gives municipality authority to create a Reserve Police. When on-duty, the Reserve Officer will have full powers of arrest and will enforce all applicable laws, utilizing the same equipment in the same manner as a police officer. Reserve officers will carry firearms on-duty and they may carry concealed firearms "off-duty". They may also carry firearms when performing assigned duties under the direction and supervision of the Police Department in accordance with NCGS 14-269.

Reserve officers will be bonded with the same coverage provided for full-time police officers and they will be provided identical liability coverage protection as that of a full-time police officer. The Chief of Police will establish the rate of compensation for Reserve officers while they are performing all assigned duties. Worker's Compensation will be provided if an injury is incurred in the line of duty. Life insurance or any other benefits will not be provided.

Reserve officers will comply with all City and Department rules, regulations, general orders, operating procedures, and verbal commands.

Training

The Training Unit will be responsible for the reserve officer's orientation, familiarization with duties, department structure, and chain of command. Reserve officers are required to attend the same In-Service training as a full-time police officer and must attend all mandatory-training courses. The Training Unit will notify all reserve officers of all mandatory training that is being offered. It is the responsibility of the reserve officer to schedule and attend the required training.

Reserve officers must qualify with their firearm according to the same standards, scores, and frequency as full-time police officers and trained in the use of force policy(s). Reserve Officers will undergo a limited Field Training period to familiarize them with the Greenville Police Department Policies and Procedures.

Assignments

Upon approval of the Chief of Police, an order will be generated assigning the reserve officer to a specific area of the department. Any special skills that the reserve officer possesses will be taken into consideration in determining

the appropriate area of assignment. An employee file will be established and maintained in the Office of Professional Standards and Inspections and it will contain similar information as is retained for all employees. Reserve officers may be assigned to any law enforcement task.

Police Extra-Duty Assignments

Reserve officers who have completed the full Field Training Program are eligible to work extra-duty employment in uniform and may request to work extra-duty jobs that are available after full-time employees' requests have been filled. The extra-duty employment request will be those assignments approved by the Chief of Police for reserves and must be carefully reviewed by the respective chain of command consistent with the policy entitled Extra-Duty Employment.

Work Requirements and Criteria

Reserve officers must work enough hours to remain consistently proficient in the performance of law enforcement duties, maintain a high degree of familiarity with the operations of the Police Department, and maintain confidence in their abilities to properly perform the job. They must work a minimum of eight (8) hours per month in addition to any hours required for mandatory in-service training. Failure to meet the minimum hours per month will result in suspension of off-duty employment privileges. Reserve officers time will be maintained by the Deputy Chief. Reserve officers serve at the pleasure of the Chief of Police. Selection and continued service is based on the needs of the Department and contingent upon approval of the Chief of Police.

Performance Evaluations

Reserve officers are considered probationary their first year of reserve service with and during the probationary period, the Reserve Officer Coordinator will submit quarterly evaluations for the officer to the Training Unit and will be maintained in the Reserve Officers' training file. Sworn employees who resign-retire and request to work as a reserve officer are exempt from probationary time requirements.

Performance evaluations after the probationary year will be completed annually on reserve officers by the Deputy Chief of Police or the Reserve Coordinator. The evaluation form requires the reserve officer's supervisor to document verification of required mandatory training to include firearms training and verification of minimum monthly work requirements.

Uniforms

Reserve officers will adhere to the established uniform policy and any retired officers who have left with rank may maintain their rank description. Each reserve officer will be issued police credentials indicating the status of "Reserve Officer". Reserve officers are equipped the same as full-time officers performing similar functions, however, the equipment may be reduced to reflect the level of activity of the reserve officer.

No apparel or equipment will be worn or carried except as issued by the department or authorized by the Chief of Police.

16.4.1 POLICE AUXILIARY PROGRAM**CALEA Standard 16.4.1**

The Greenville Police Department may use civilian auxiliary personnel to perform some clerical or community service functions.

Greenville Police Department auxiliary personnel are non-compensated personnel and may include:

- Community Volunteers
- Student Interns

Greenville Police Department auxiliary personnel are non-sworn personnel and shall not be assigned or otherwise perform duties requiring sworn police officer status or that require testimony in court.

Duties performed by Greenville Police Department auxiliary personnel may include:

- Data entry
- Clerical duties
- Community relations activities
- Other duties as approved by the Chief of Police

16.4.2 AUXILIARY TRAINING

CALEA Standard 16.4.2

Greenville Police Department auxiliary personnel shall receive appropriate classroom training prior to performing designated quasi-law enforcement duties.

16.4.2 AUXILIARY PERSONNEL UNIFORMS

CALEA Standard 16.4.3

Auxiliary personnel shall wear appropriate civilian attire or Department approved auxiliary uniforms while assisting the Greenville Police Department.

16.5.1 INTERN PROGRAM

The Greenville Police Department recognizes the need to meet student interest in the law enforcement profession and has established a student intern program.

The Deputy Chief places college students who are recommended for an internship by their college or university in a division or unit within the department that is relative to their field of study.

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
SOP 16-3-1	Allocation and Distribution of Personnel: Reserve Officer Program	
Date Initially Effective 06/26/08	By The Order Of: _____ William J. Anderson, Chief of Police	
Date Revised 06/28/11	Date Reissued 07/18/11	Page 1 of 4

A. PURPOSE

The purpose of this procedure is to maintain a reserve force of officers to assist the Greenville Police Department in the completion of its mission under normal and emergency situations. This policy will establish guidelines for the organization and administration of the Reserve Officer Program.

B. DISCUSSION

The Greenville Police Department Reserve Officer Program has been established pursuant to North Carolina General Statute 160A, Section 282 and the Greenville City Code, Police Reserve Officers will supplement the Greenville Police Department in those areas as directed by the Chief of Police. Applicants for Reserve Officer will be subject to the same criteria for selection as full-time officers.

Police Reserve Officers shall have the same power and authority as full-time Greenville Police Officers. Reserve Officers will be administered the same Oath of Office as full-time sworn police officers with the Department. Reserve Officers who fail to meet Departmental requirements maybe subject to disciplinary action up to and including dismissal.

C. DEFINITIONS

Reserve Officer – Volunteer, non-regular, sworn police officers meeting the minimum qualifications as full-time, regular, sworn police officers of the Greenville Police Department as appointed by the Chief of Police.

Reserve Coordinator – As appointed by the Chief of Police to provide general supervision to the Reserve Unit.

D. ORGANIZATION

The Greenville Police Department Reserve Officer Program is organized under the Office of the Deputy Chief of Police.

The Chief of Police will designate a Coordinator of the Reserve Officer Program. The Reserve Officer Program will be under the direction of the Deputy Chief of Police. The Coordinator will coordinate all activities of the Reserve Program to include: review and maintenance of all related documents, scheduling, ensuring that proper lines of communication are established, or other duties as directed by the Deputy Chief of Police.

E. ELIGIBILITY AND QUALIFICATIONS

1. Reserve Officers must have successfully completed the North Carolina Basic Law Enforcement Training (BLET) Program.
2. Submit a Reserve Officer application

3. Provide a background waiver to the Recruitment Unit authorizing the release of any IA records at the applicant's current agency of employment.
4. Submit to a drug screen and receive medical clearance through City of Greenville's approved providers.
5. Successfully complete firearms training and qualification.
6. Provide copies of certificates proving completion of all state-mandated in-service training for the year prior to the year in which they were hired.

F. TRAINING

1. All Reserve Officers shall receive in-service training equivalent to that statutorily required for full-time officers performing like functions.
2. Approved training sessions shall be paid as normal working hours for reserve officers.
3. Reserve Officers who are Greenville Police Department retirees or who have been previously employed with the Department are not required to complete additional field training or job specific training, unless directed by the Deputy Chief of Police.
4. Job specific training shall be required of all Reserve Officers before beginning any assignment.
5. Reserve Officers must complete training for any weapons (lethal or less lethal) in accordance with Departmental policies.
6. Any additional in-service training needs will be at the discretion of the Deputy Chief of Police or designee.
7. Training on Departmental policies and procedures will be provided to all Reserve Officers within 30 days of hire.
8. Reserve Officers will be tested for firearms proficiency with the same frequency, and will be held to the same standards as are full-time police officers.

G. UNIFORMS AND EQUIPMENT

1. All Reserve Officers will be provided with the standard uniform with the exception of leather gear and firearm.
2. Reserve Officers will be responsible for providing their own weapons and leather gear, excluding OC spray. Weapons must meet Departmental requirements relating to make, model, and caliber of weapon.
3. Reserve Officers will be required to provide qualification ammunition for their firearm.
4. Reserve Officers shall be required to supply their own protective vests (body armor) and to wear it in accordance with Department policy. However, ballistic vests are made available to Reserve Officers when necessary.

H. PERFORMANCE EVALUATIONS

The job performance of Reserve Officers will be evaluated quarterly during the first year of employment and annually thereafter at the direction of the Deputy Chief of Police or the Reserve Coordinator.

I. RESERVE COORDINATOR RESPONSIBILITIES

The designated Reserve Coordinator shall be responsible for:

1. Monitoring the Reserve Officer Program
2. Completing background investigations on applicants
3. Maintaining current available assignments on the City's Cognet calendar
4. Monitoring Reserve Officer hours
5. Conducting Reserve Officer Quarterly Meetings
6. Establishing and Maintaining a Reserve Call-Out Roster
7. Providing adequate notification of required scheduled training

J. RESERVE OFFICER DUTIES AND RESPONSIBILITIES

The primary duty of Reserve Officers is to supplement downtown staffing and other special events. In order to meet the needs of the Department Reserve Officers shall adhere to the following guidelines:

1. Attend a reserve specific training session once selected and hired.
2. Maintain Reserve Officer Status by working a minimum of 8 hours per month. At least 4 of the required 8 hours must consist of a Friday or Saturday night downtown assignment assisting full-time Greenville Police Officers, unless otherwise authorized by the Deputy Chief of Police. The remaining 4 hours may involve a special event assignment unless no special events are scheduled for the current month. In the event there are no special events scheduled, the remaining 4 hours must be a downtown assignment. This 8 hour requirement is in addition to any required training and scheduled quarterly Reserve Unit meetings.
3. Reserve Officers must work 50% of all designated special events to maintain active status.
4. Reserve Officers must attend 75% of scheduled quarterly Reserve Unit meetings in order to maintain active status.
5. All selected Reserve Officers must provide to the Greenville Police Department copies of all training certifications involving approved and authorized weapons.
6. Complete all state mandated in-service training with their full-time agency except for Chief's Choice Annual topic if different than the Greenville Police Department's Chief's Choice topic.
7. Annually submit copies of state mandated In-Service training to the Greenville Police Department's Training Unit.

Attachment A